

Assistant Director for National Estimates  
Attention: Area Records Officer

11 August 1960

Chief, Records Management Staff

Revised Records Control Schedule

1. Your revised records control schedule has been approved and is returned for application. The original copy is being retained as the Agency's permanent record and a copy is being sent to the Records Center.
2. The schedule reveals that your office continues to show progress in your records disposition program. It also reflects an appreciation by your staff of the advantages that can be gained by prompt disposal of records after they have served their purpose. This is particularly indicated in the decrease in records volume from 402 cubic feet covered by the previous schedule to 299 cubic feet listed in the revised schedule and in the changes of several scheduled items previously listed for indefinite retention.
3. We are grateful to  for her cooperation and active interest in the records management program in your area and for the preparation of the revised ONE schedule.



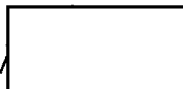
Attachment:

1-Records Control Schedule

Distribution:

orig.-addressee  
1-Records Center  
1-ONE  
1-RMS ✓

Mgmt/S/RMS/RD/



(11 August 1960)